



February 21, 2017

D2017-03

TO: District Agricultural Association CEOs

SUBJECT: Legal Services for DAAs

The Fairs & Expositions Branch (F&E) is pleased to inform you that the CDFA Legal Office will be expanding the scope of services offered to the District Agricultural Associations (DAAs). These legal services are provided as part of F&E's oversight and therefore, you will not be charged.

Effective immediately, CDFA's legal team is available to provide the following services:

- Contract review and development
- Lease or rental agreement review and development
 - Eviction notices
 - Debt/rent collection letters
- Managing Public Records Act requests
 - Document review and redaction
 - Preparing responses to and communicating with the requester
- Assistance with Bagley Keene issues
 - Development of meeting notices and agendas
 - Attending closed sessions
- Serve as liaison to the Attorney General's Office in litigation matters
- Serve as liaison to the Department of General Services in real property acquisition and leasing matters
- Policy development, interpretation, and amendment, including but not limited to
 - Freedom of Expression
 - Americans with Disabilities Act Compliance
 - Cannabis Events
- Manage investigations of employee claims of hostile work environment, harassment, or discrimination
- Conflict of Interest (Form 700) determinations
- General legal advice

This list is not all inclusive. If you have a question that you believe needs legal review, error on the side of caution and request review. Requests for assistance must be submitted as follows:



- Submit all requests for legal service to john.quirroz@cdfa.ca.gov. Include all supporting documentation, any background information on the topic, the specific outcome/services desired, and the date by which an answer is necessary. CDFA Legal's response time will vary based on the complexity of the legal issues involved. Immediately upon receipt of the legal referral, staff counsel will contact you to discuss the issue and agreed upon response time. If you have an issue that requires immediate attention, please call F&E at 916-900-5025.
- Do not contact the Attorney General's Office (AGO) or a private practice attorney for assistance on legal matters. CDFA Legal is your initial contact for all legal matters. If you receive service and are named in a lawsuit, immediately forward the complaint to CDFA Legal, and CDFA Legal will prepare an AGO referral on your behalf.

Finally, please be assured that all information, documents, and communications between DAAs, F&E staff, and CDFA Staff Counsels are protected by attorney-client confidentiality.

Sincerely,



John Quiroz, Chief
Fairs & Expositions Branch

cc: CDFA Legal Office

